NIHITS Transaction Number
_____

ADMINISTRATIVE SERVICES
NURSING DEPARTMENT/CC/NIH
TRAINING REQUEST

Received in Administrative Services on _____
Prepared By: _____
Date: _____

Please complete the following:

Employee's Name:_____ SSN:_____
Employee's Unit: _____ Office Number: _____

Course Title: _____
(Please spell out all abbreviations)

Training Dates: Start _____ End _____
Training Hours: Duty _____ Non-Duty_____

Training Cost: Tuition and Fees _____

Does the Vendor require payment prior to the Training/Conference? ☐ **Yes** ☐ **No** **Date Due** _____

(If **yes**, prior approval/processing of NIHITS action is required before submitting payment)

Vendor's Name: _____
(Spell out all abbreviations)

Vendor's Address: _____
(Provide complete billing address)

Facility Name: _____

Facility Address: _____
(If location of training is outside of a 70-mile radius, please complete a Request for Travel)

Justification:_____
_____
_____

Your signature certifies request for training meets Federal regulation requirements.

Authorization for Training: Supervisor's Signature _____ Date: _____

FUNDING APPROVAL: Your signature below authorizes the Administrative Services to obligate funds as requested above.

Approving Official's Signature: _____ Date: _____

Forward completed form with appropriate back-up material to Administrative Services, Room 7D37. Allow a minimum of 5 working days prior to registration deadline date to process.

PROCEDURE FOR PROCESSING A TRAINING REQUEST

Employee discusses training needs with supervisor. Completes Training Request and forwards to supervisor for approval

1

Supervisor reviews and approves request and forwards it to Service Chief

2

Service Chief approves and authorizes funding. Forwards request to Administrative Services, 7D37

3

Administrative Services enters request in NIHITS.

4

Request is sent electronically to the Senior Administrative Officer (Linda Linko) for approval

A print/approved Training Request is generated and forwarded to 7D37 for assembling and distribution

5

Administrative Services contacts employee to pick-up training request in Room 7D-37

REIMBURSEMENTS

Reimbursements are processed when

- the contractor will not accept a government training form
- payment must be received prior to day of training/conference

Employee must request reimbursement of funds on the training request and submit a receipt as proof of payment.

Important

It is the employee's responsibility to register and to provide Administrative Services with the correct billing address.